



ABAWD Navigation Manual

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Workforce Education

Washington State Board for Community and Technical Colleges

PO Box 42495

Olympia, WA 98504

SBCTC.edu

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ABAWD Overview

Able-Bodied Adults without Dependents (ABAWD) are a Supplemental Nutrition Assistance Program (SNAP) population category that are required to meet work requirements or exemption criteria in order to receive basic food assistance.

A rule change was expected on October 1, 2019, but there has been a delay in its implementation. When implemented, some individuals receiving Basic Food benefits will be required to participate in a work-related activity to remain eligible for those benefits. Those individuals will receive information from DSHS regarding eligible work-related activities that meet the requirement for continuing to receive Basic Food. Regardless of the rule change's impact on county waivers across our state, Washington has pledged to provide services to ABAWDs.

The DSHS intends to begin sending referrals to Navigators November 1, 2019. A 'hold harmless' period will be in place through the end of 2019. This means ABAWDs in counties without waivers will not be held accountable for not participating in work activities until January 1, 2020. Navigators will still meet with and document interactions with ABAWDs during the hold harmless period.

USDA Food & Nutrition Service's ABAWD Overview¹

[SNAP supports work.](#)

While SNAP is intended to ensure no one in our land of plenty should fear going hungry, it also reflects the importance of work and responsibility. SNAP rules require all recipients meet work requirements unless they are exempt because of age or disability or another specific reason. (Children, seniors, and those with disabilities comprise almost two-thirds of all SNAP participants.) Forty-three percent of SNAP participants live in a household with earnings.

Some of these working individuals are ABAWDs, or able-bodied adults without dependents. ABAWDs must meet special work requirements, in addition to the general work requirements, to maintain their eligibility.

[Who is considered an ABAWD?](#)

An ABAWD is a person between the ages of 18 and 49 who has no dependents and is not disabled.

[What is the ABAWD time limit?](#)

ABAWDs can only get SNAP for 3 months in 3 years if they do not meet certain special work requirements. This is called the time limit.

To be eligible beyond the time limit, an ABAWD must work at least 80 hours per month, participate in qualifying education and training activities at least 80 hours per month, or comply with a workfare program. Workfare means that ABAWDs can do unpaid work through a special state-approved program. For workfare, the amount of time worked depends on the amount of benefits received each month. Another way for an individual to fulfill the ABAWD work requirement is through a SNAP Employment and Training Program.

¹ <https://www.fns.usda.gov/snap/ABAWD>

The time limit does not apply to people who are unable to work due to physical or mental health reasons, pregnant, care for a child or incapacitated family member, or are exempt from the general work requirements.

Why did the ABAWD time limits go away? Why are they coming back?

The time limit on ABAWDs is part of the law that governs the operation of SNAP. It has been part of the law since 1996. Under the law, states can request to temporarily waive the ABAWD time limit when unemployment is high or when there are not enough jobs available.

Due to the economic downturn, many states qualified for and chose to waive time limits in all or part of the state. (Even when ABAWD time limits are waived, general work requirements still apply.) Some parts of the country still have waivers in place. But, as the economy continues to improve, many places no longer qualify for time limit waivers, unless they have high unemployment or not enough jobs available.

ABAWDs participating in SNAP in locations where time limits are no longer waived need to take steps to meet the special ABAWD work requirements in order to maintain their benefits.

ABAWD Policy

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) limits the receipt of SNAP benefits to 3 months in a 36-month period for able-bodied adults without dependents (ABAWDs) who are not working at least 80 hours per month, participating in qualifying education and training activities at least 80 hours per month, or complying with a workfare program. Individuals are exempt from the time limit if they are:

- Under 18 or 50 years of age or older,
- Responsible for the care of a child or incapacitated household member,
- Medically certified as physically or mentally unfit for employment, pregnant, or
- Already exempt from the general SNAP work requirements.

States can assign individuals subject to the ABAWD time limit to their SNAP Employment and Training (E&T) Program. Participation in certain E&T activities is one way individuals subject to the time limit can fulfill the ABAWD work requirement, maintain their eligibility to receive SNAP, and learn the skills they need to obtain gainful employment.

ABAWD Waivers

States may request to waive the ABAWD time limit in areas with an unemployment rate above 10 percent or a lack of sufficient jobs. SNAP regulations provide a number of ways states can demonstrate that an unemployment rate above 10 percent or a lack of sufficient jobs. Below is a summary of the common criteria by which states can qualify for a time limit waiver:

- A recent 12-month unemployment rate above 10 percent;
- A recent 3-month unemployment rate above 10 percent;
- Designation as Labor Surplus Area (LSA) by the Department of Labor;
- Qualification for extended unemployment benefits; or
- A recent 24-month average unemployment rate 20 percent above the national average for the same 24-month period.

An ABAWD time limit waiver does not waive the general SNAP work requirements.

Washington State ABAWD Policies

The following state policies and clarifying information are provided to assist you in understanding eligibility requirements so you can support ABAWDs. The processes identified are intended for DSHS staff.

[WAC 388-444-0005²](#)

Am I required to work or look for work in order to be eligible for Basic Food?

Some people must register for work to receive basic food.

- 1) If you receive basic food, we register you for work if you are:
 - a) Age sixteen through fifty-nine; and
 - b) Not exempt from work registration under WAC 388-444-0010.
- 2) If you are required to register for work, we register you:
 - a) When you apply for basic food benefits or are added to someone's assistance unit; and
 - b) [At least once] every twelve months thereafter [or at recertification if your work registration status changes].
- 3) If we register you for work, you must:
 - a) Contact us as required;
 - b) Provide information regarding your employment status and availability for work if we ask for it;
 - c) Report to an employer if we refer you;
 - d) Not voluntarily quit a job or reduce your work effort as defined under WAC 388-444-0065 unless you have good cause under WAC 388-444-0070;
 - e) Accept a bona fide offer of suitable employment. We define unsuitable employment under WAC 388-444-0060; and
 - f) Not be in sanction status under WAC 388-310-1600 (if you are a mandatory WorkFirst participant).
- 4) If we register you for work, you must meet all the requirements under subsection (3) of this section. If you do not meet these requirements, we disqualify you from receiving benefits as described in WAC 388-444-0055, unless you meet the good cause conditions as defined in WAC 388-444-0050.

Clarifying Information on WAC 388-444-005³:

Exempt clients (per [WAC 388-444-0010](#)) are not required to register for work, so they are not work registrants.

Non-exempt clients are people who receive Basic Food and must be registered for work. They are considered work registrants, and further divided into **two** groups:

ABAWD Work Registrant	<ul style="list-style-type: none">• Effective January 1st, 2018, Able-bodied adults ages 18 through 49 without dependents and no have no physical or mental disabilities preventing them from working and who live in King County (with the exception of Muckleshoot Reservation) are
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² <https://app.leg.wa.gov/wac/default.aspx?cite=388-444-0005>

³ <https://www.dshs.wa.gov/esa/basic-food-work-requirements/basic-food-work-requirements-work-registration>

	<p>required to participate in specific activities outlined in the ABAWD WACs to stay eligible for Basic Food and avoid the three month time limit.</p> <ul style="list-style-type: none"> • Time limit exemptions and participation for ABAWDs are different than non-ABAWD work registrants, and only apply to those not exempt per WAC 388-444-0010.
Non-ABAWD Work Registrant	<ul style="list-style-type: none"> • All other non-exempt clients age 16 through 59 must meet work registration requirements or they could be disqualified from Basic Food. • All non-ABAWDs who receive Basic Food benefits and are not exempt per WAC 388-444-0010 must register for work. • There is no time limit for non-ABAWD clients. • There are no mandatory participation in BFET. All clients are voluntary participants and may participate in BFET if otherwise eligible. <p>DSHS registers the clients for work by completing the WORK Registration screen in ACES/3G.</p>

DSHS Worker Responsibilities

- 1) During application, add a person or eligibility review, determine if members of the Basic Food AU are non-exempt work registrants or exempt.
- 2) For any exempt work registrants, code the most appropriate exemption per current procedure, on the Exempt Reason field on the WORK Registration screen in ACES/3G.
- 3) For any non-exempt work registrant, determine if the client(s) is considered ABAWD.
- 4) Register the client for work by coding the WORK Registration screen in ACES/3G with the appropriate E&T status code. For ABAWDs, see ABAWD WACs to determine if you should code participation or exemptions in the Work Status field.
- 5) If a WorkFirst household is sanctioned, determine whether or not the sanctioned persons are exempt from Basic Food work requirements. Disqualify non-participating members of the TANF household from receiving Basic Food unless they are exempt under WAC 388-444-0010.

[WAC 388-444-0030](#)⁴

Are able-bodied adults without dependents (ABAWD) subject to additional work requirements and time limits to be eligible for basic food?

- 1) An able-bodied adult without dependents (ABAWD) is a person who:
 - a) Is age eighteen through forty-nine;
 - b) Is fit for work and not exempted under WAC [388-444-0035](#); and

⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=388-444-0030>

- c) Does not receive food assistance in an assistance unit (AU) that includes a minor child (we will consider the AU to include a minor child even if the minor child is not eligible to receive food assistance).
- 2) If you are an ABAWD, you must participate in work activities under subsection (4) of this section.
- 3) Nonexempt ABAWDs who live outside of King County or on the Muckleshoot Tribal Reservation may continue to receive food assistance until December 31, 2018 even if they fail to participate in work-related activities.
- 4) A nonexempt ABAWD is not eligible to receive food assistance for more than three full months (which do not have to be consecutive months), not including any partial benefit months in a thirty-six-month period, unless the ABAWD:
 - a) Works an average of eighty hours per month, including:
 - i) Work in exchange for money;
 - ii) Work in exchange for goods or services ("in kind" work);
 - iii) Unpaid work that is verified according to department requirements; or
 - iv) Any combination of (a)(i) through (iii) of this subsection;
 - b) Participates in one of the following work programs and is meeting the requirements of that work program:
 - i) The Workforce Innovation and Opportunity Act of 2014;
 - ii) Section 236 of the Trade Act of 1974;
 - iii) A state-approved employment and training program at least an average of eighty hours per month; or
 - c) Participates in an unpaid work program as provided in WAC [388-444-0040](#).

[Clarifying Information for WAC 388-444-0030⁵](#);

Countable Months

A countable month or non-qualifying month refers to any month an ABAWD receives Basic Food benefits for the full benefit month while not:

- Exempt from the 3-month time limit;
- Fulfilling ABAWD work requirements;
- Covered by a waiver of the ABAWD time limit; and
- Exempted for the month using one of the State's 15 percent exemption

A client must participate in a qualifying program for a full month. Otherwise that month will count as a non-participation month. A client who does not participate for three months will become ineligible for Basic Food

36-Month Period

The current 36-month time limit period began January 1, 2018 and ends December 31, 2020. Another 36-month period will begin January 1, 2021.

Employment or Work:

Work means providing a paid service to an employer.

⁵ <https://www.dshs.wa.gov/esa/basic-food-work-requirements/abawds-able-bodied-adults-without-dependents>

- This also includes in-kind work and rental income, based on the actual number of hours the client works.
- The wage offered should not be less than the state minimum wage or in-kind goods or service of equal value.
- ABAWDs can work an average of 80 hours per month to avoid gaining countable months. For example, the work could be 20 hours per week, or even 39 hours if the client is paid every other week (39 x 2.15).
- Self-employed persons must work 20 hours or more per week (averaged monthly or 80 hours per month) to meet the ABAWD work requirement. Annual hours cannot be averaged for ABAWD participation.

DSHS Worker Responsibilities

Identifying an ABAWD

Staff must check Work Registration and ABAWD status at application, Eligibility Review, and when there is a change in the Assistant Unit impacting the status of a household member.

This includes but is not limited to:

- Address change (exempt vs non-exempt areas);
- Age;
- Children entering or exiting the AU;
- Pregnancy;
- Student Status;
- Disability;
- Change in employment hours, pay rate or status;
- Change in immigration status; or
- Change in program participation.

[WAC 388-444-0035](#)⁶

Who is exempt from ABAWD time limits and minimum work requirements?

Some people who receive basic food are exempt from able-bodied adult without dependents (ABAWD) time limits and minimum work requirements. You are exempt from ABAWD time limits and work requirements under [WAC 388-444-0030](#) if you meet any one or more of the following:

1. You are under age eighteen or are age fifty or older;
2. You receive temporary or permanent disability benefits issued by a governmental or private source;
3. You are obviously mentally or physically unfit for employment as determined by the department; however, if the unfitness is not obvious, you must provide a statement that you are physically or mentally unfit for employment from a physician, physician's assistant, nurse, nurse practitioner, designated representative of the physician's office, licensed or certified psychologist, social worker, or any other medical personnel the department determines appropriate;

⁶ <http://apps.leg.wa.gov/WAC/default.aspx?cite=388-444-0035>

4. You are an adult in a basic food assistance unit that has a family member who is under the age of eighteen;
5. You are pregnant;
6. You live in an area approved as exempt by U.S. Department of Agriculture (USDA);
7. You are complying with the work requirements of an employment and training program under temporary assistance for needy families (TANF);
8. You are applying for or currently receive unemployment compensation;
9. You are a student enrolled at least half time as defined by the institution in:
 - a. Any accredited school;
 - b. Training program; or
 - c. Institution of higher education and you meet the requirements of WAC [388-482-0005](#) regarding basic food eligibility;
10. You are participating in a chemical dependency treatment and rehabilitation program;
11. You are employed a minimum of thirty hours per week or receive weekly earnings that equal the federal minimum hourly rate multiplied by thirty hours;
12. You are eligible for one of the approved exemption slots under the U.S. Department of Agriculture (USDA) fifteen percent exemption rule; or
13. You are otherwise exempt from work requirements under WAC [388-444-0010](#).

[Clarifying Information for WAC 388-444-0035⁷:](#)

Consideration of Exemptions

ABAWD participation exemptions are reasons that an ABAWD client is not able to participate in work or work activities for 80 hours a month.

Personal Exemptions

Personal exemptions apply in both exempt and non-exempt areas.

The priority for exemptions is:

- Use any personal exemption the ABAWD may have. The personal exemptions include:
 - Caretaker of an incapacitated person;
 - Physically or Mentally unable to work;
 - Pregnancy;
 - If the ABAWD does not have a personal exemption, they may qualify for a waiver if the client lives in an area waived by the USDA.

Caretaker for a disabled adult

Only the individual(s), not the entire household, responsible for the care of an incapacitated person is exempt from the ABAWD requirements. The incapacitated person doesn't have to reside in the same household as the responsible individual. Verification is only needed if questionable.

Physically or Mentally Unfit for Employment

A client is physically or mentally unfit for employment if unable to work for at least twenty (20) hours per week or 80 hours a month. Examples of reasons they are unfit for employment can include:

⁷ <https://www.dshs.wa.gov/esa/basic-food-work-requirements/abawds-able-bodied-adults-without-dependents>

- Going through Drug/Alcohol Treatments
- Receiving L&I, Veterans, or private disability insurance

DSHS Worker Responsibilities

Verifying a Personal Exemption

- (1) Accept a client's statement for personal exemptions, such as pregnancy or inability to work, unless it is questionable.
- (2) To verify questionable information, have the client provide:
 - a. Proof of the claimed exemption; or
 - b. An acceptable collateral source who we can contact for further verification.
- (3) If a client claims to be physically or mentally unable to work, please refer to the Unable to Work section.
- (4) If the client is not able to verify their claim for an exemption, make a decision using the available information that is in the client's case file. Document your decision on the exemption.
- (5) The client is exempt from ABAWD requirements pending a HEN/ABD determination.
 - a. If the client is denied HEN/ABD:
 - i. Review the reason for denial. Even though the client is not eligible for HEN/ABD, they may be "unable to work" based on the Unable to Work exemption. Follow the steps in the Unable to Work section.
 - ii. The client is required to participate in work requirements if they are not eligible for an exemption.
 1. If non-qualifying months remain:
 - a. Send a notice to the client giving 10 days advanced notice that they must participate
 - b. Participation is required the first of the month following the end of the 10-day advanced notice
 2. If no non-qualifying months remain:
 - a. Send a notice to the client to terminate Basic Food for reason, "Failed ABAWD Requirement" effective the end of the month after 10-day Advanced Notice.
 - b. If the client is approved HEN/ABD:
 - i. For HEN the client is exempt from work registration for reason "unable to work".
 - ii. For ABD the client is exempt from work registration for reason "federally/state determined disabled"
- (6) Clients that are ineligible due to having reached the three-month time limit are not eligible based on an unverified questionable exemption claim, even if the client is expedited.
- (7) ABAWD clients receive DSHS 11-034b Basic Food Eligibility Requirements: What You Need to Know with their approval documents.

Unable to Work

ABAWD personal exemption from participation due to being unable to work:

Unable to work means that the client is physically or mentally not able to work at least 80 hours a month as required by ABAWD rules

If a client states they are unable to work and there isn't a reason to question the claim, document that the client is "exempt from ABAWD participation due to not being able to work" and use the appropriate coding on the work screen for this.

If the client's statement is questionable, attempt to get a collateral contact from someone aware of the person's circumstances / condition. If you cannot make this contact by telephone, you can advise the client to get collateral contact from a reliable source and provide DSHS 14-541 (<https://www.dshs.wa.gov/office-of-the-secretary/forms>).

We automatically consider someone as unable to work if they receive any of these disability benefits:

- Veterans Disability Benefits (*any level*)
- L&I or other Worker's Compensation
- Private disability insurance benefits

Collateral contact can come from:

- A medical professional: nurse, doctor, psychologist, psychiatrist, etc.;
- Drug or alcohol treatment professional; or
- *Any reliable medical source* that is familiar with the circumstances that make the client unable to work twenty hours a week.

[WAC 388-444-0040⁸](#)

May I volunteer for an unpaid work program to meet the work requirements under WAC 388-444-0030?

- (1) To meet the work requirements of WAC 388-444-0030, you may volunteer for workfare, an unpaid work program that includes work with public or private nonprofit agencies contracted with the department of social and health services.
- (2) We determine the number of hours you must participate by taking the total amount of food benefits your assistance unit (AU) receives and divide it by the state or local minimum wage, whichever is higher.
- (3) If there are multiple able-bodied adults without dependents (ABAWD) in your AU, they share the responsibility of meeting the required number of hours.
- (4) Workfare does not include court-ordered community service.
- (5) We cannot require you to participate more than one hundred and twenty hours per month in an unpaid-work program, paid work, or a combination of activities. ABAWDs may choose to volunteer to participate in activities beyond one hundred and twenty hours per month.
- (6) The department may pay for some of the costs for you to participate in work programs. We set the standards for the amount we will pay for these expenses.

Clarifying Information for WAC 388-444-0040⁹:

Volunteer and unpaid work programs

ABAWDs can combine work and work programs to fulfill the 80 hour per month requirement or volunteer for a calculated amount of hours.

⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=388-444-0040>

⁹ <https://www.dshs.wa.gov/esa/basic-food-work-requirements/abawds-able-bodied-adults-without-dependents>

Workfare

Workfare is unpaid work performed by an ABAWD for a public or private non-profit organization. Workfare is available to non-exempt ABAWDs only. Workfare is not available to non-ABAWDs.,

- (1) Unpaid work in the community - ABAWDs can meet their work requirement by completing volunteer hours at a non-profit or public agency.
 - a. ABAWD clients must participate based on the household's food benefit allotment divided by the state minimum wage (rounded down):
 - i. The state minimum wage of \$11.00 an hour effective January 1, 2017.
 - b. An ABAWD may volunteer at any non-profit agency that agrees to provide Workfare opportunities for ABAWDs to meet their work requirements. The non-profit must have a current DSHS Contract and communicate with the ABAWD Specialized Unit
 - c. Clients must receive a referral from DSHS to that site before their hours will begin to "count".

If you are a non-profit agency interested in becoming a Workfare Site please inquire with jobhelp@dshs.wa.gov.

Non-profit agencies agree to verify that the ABAWD has met their hourly requirement. Upon verification we will not count a month against the three-month limit. The Workfare nonprofit agencies also agree to notify us when a participant is no longer meeting the required hours.

State approved Employment and Training programs for ABAWD Participation

There are a number of programs that ABAWDs can participate in to meet participation.

- Basic Food Employment and Training (BFET) – This is a statewide program managed by DSHS, community-based organizations and colleges that provide training, retraining, job search and other supplemental support services to Basic Food recipients. This is not available to FAP clients.
- Limited English Proficiency (LEP) Pathway- This program is for refugees and other special immigrants (under the five-year bar) to gain English skills and other trainings and support to join in the workforce. Available to some FAP clients; please check with the Office of Refugee and Immigrant Assistance (ORIA) for more information.
- Programs included with the Workforce Investment and Opportunity Act (WIOA)
- Program included under Section 236 of the Trade Act of 1974
- Washington Service Corps/AMERICORPS;
- Corrections Clearinghouse;
- NAFTA Transitional Adjustment Assistance Programs;
- Seattle Jobs Initiatives (SJI);
- And others as they apply

ABAWD Participation in BFET or RISE

Participating in Basic Food Employment and Training (BFET) in King or Pierce County can be used to meet work requirements for ABAWDs as an approved Employment and Training Program. The Resources to Initiate Successful Employment (RISE) pilot in King County can also be used to meet ABAWD requirements. To be eligible for Basic Food, an ABAWD must participate in BFET or RISE before losing eligibility for Basic Food.

Enrolling in BFET or RISE before Basic Food Closes due to the three-month limit:

If an ABAWD client enrolls in BFET or RISE before the end of their 3rd month of non-participation in work requirements, the participant will qualify for an exemption until they are ready to participate enough hours that their participation meets the 20-hour work requirement.

Enrolling in BFET or RISE AFTER Basic Food Closes due to the three-month limit:

If an ABAWD client enrolls in BFET or RISE after Basic Food closes due to non-participation in work requirements, they must engage in work activities for a minimum of 80 hours in a month period or the required number of hours of workfare, before they would be eligible to receive basic food assistance. Once the client has been approved for Basic Food, they may engage in pilot services through a contracted provider.

Individuals who apply for the pilot (RISE (treatment group) or BFET (control group)) are eligible for an exemption in their ABAWD status if they do not have enough participation hours.

Job Search Services for ABAWDs:

Job search hours are only countable for less than half of the total time a client is participating in BFET or RISE.

For example, if a client is participating in BFET twenty hours a week, then only up to nine hours of Job Search can be counted as “participation” for ABAWD requirements. The other eleven must be in one of the other activities: Basic Education, Vocational Education, or Job Search Training.

If clients are unable to meet the hourly requirement in BFET, they may still participate in Workfare to meet participation. More details are in the Combining Work and/or Training to meet requirements section below.

Employment Pipeline:

Employment Pipelines are pathways to employment for Department of Social and Health Services clients. DSHS works with employers in different fields to provide clients with a choice of career opportunities. This is not an allowable program activity for ABAWD clients as hours and participation are not tracked, however this could be a great transition to employment for ABAWD clients. ABAWD clients interested in Employment Pipeline should be sent the brochure, or directed to our Publications Library to download it.

DSHS Worker Responsibilities

Monitoring ABAWD Participation

If a client fails to participate in the month the ABAWD Specialized Team will:

- (1) Record on the Work Registration/Participation screen the month and year of non-participation under the appropriate 1st, 2nd or 3rd month. ACES will automatically terminate the case when the third date is entered.
- (2) Terminate benefits to clients who have regained eligibility but failed to participate, unless they are receiving the subsequent additional three months.
- (3) Send a termination letter with an explanation as to how to regain eligibility.

Combining Work and/or Training to meet requirements

As of January 1st, 2018, the options for meeting work participation requirements are to:

- (1) Participate in paid employment for 80 hours a month or 20 hours a week average;
- (2) Participate in an approved training program (above) for 80 hours a month or 20 hours a week average;
- (3) Participate in a combination of work and back to work activities (1 and 2 above) to make a total of 80 hours a month or an average of 20 hours per week; and
- (4) Volunteer in Workfare for the calculated required number of hours per month. This activity cannot be combined with options 1-3.

EXAMPLE:

Joanna is an ABAWD living in Kent. She has a job where she works 10 hours a week. This alone is not enough hours to meet the ABAWD Policy requirements. She receives \$100 a month in Basic Food benefits. Joanna has three* choices to continue receiving Basic Food benefits:

- (1) Increase the number of hours she is working to an average of 20 per week (80 a monthly);
- (2) Participate in an approved training program for at least ten hours a week average; or
- (3) Volunteer at a workfare agency for 8 hours a month (Kent minimum wage is 11.50/hr. $\$100 \div 11.50 = 8$ hours- rounded down).

[WAC 388-444-0045¹⁰](https://apps.leg.wa.gov/WAC/default.aspx?cite=388-444-0045)

How does an ABAWD regain eligibility for Basic Food after being closed for the three-month limit?

- (1) If you have received three months of benefits as an able-bodied adult without dependents (ABAWD) and are not eligible due to nonparticipation in the work requirements of WAC 388-444-0030, you may regain eligibility after reapplying for basic food by:
 - a. Working eighty hours or more during a thirty-day period;
 - b. Participating in and meeting the requirements of a work program as outlined in WAC 388-444-0030 for eighty hours or more during a thirty-day period;
 - c. Participating in and meeting the requirements of the community service part of a workfare program;
 - d. Meeting any of the work requirements in (a) through (c) of this subsection in the thirty days after the date you have reapplied for basic food; or
 - e. Meeting an exemption as outlined in WAC 388-444-0035.
- (2) If you regain eligibility for food assistance under subsection (1) of this section, you are eligible for basic food from:
 - a. The date you reapplied for basic food if you requalify by participating in the workfare program; or
 - b. The date of reapplication or the date you complete the required number of participation hours in a work or work-like activity, whichever is later.
- (3) If you meet all other requirements for basic food and you have regained eligibility under subsection (1) of this section, you will receive an additional three consecutive months of basic food benefits that we start counting when you:

¹⁰ <https://apps.leg.wa.gov/WAC/default.aspx?cite=388-444-0045>

- a. Lose employment;
 - b. Stop participating in a work or workfare program; or
 - c. Stop qualifying for an exemption and you are not participating in work requirements.
- (4) We only allow the additional three months of basic food once in each thirty-six-month period under subsection (1) of this section.

[Clarifying Information for WAC 388-444-0045¹¹](#):

Ineligibility Due to ABAWD Requirements

- (1) If a client exhausts the 3-out-of-36 months eligibility limit, we must terminate the person's Basic Food benefits as soon as we become aware of this information. We must also deny this person Basic Food at application or recertification if they do not have a personal exemption and they do not live in a waived area, unless they requalify under Regaining Eligibility
- (2) If a client is not eligible because the client does not participate, the person is an ineligible household member. We count this person's income to any remaining persons in the Basic Food Assistance unit as described under WAC 388-450-0140. How does the income of an ineligible assistance unit member affect my eligibility and benefits for food assistance?

Regaining Eligibility

There are no limits to the number of times a client can regain eligibility. To regain eligibility a client must perform one of the following:

- 1. Complete 80 hours of training within a 30-day period;
- 2. Work 80 hours in a 30-day period; or
- 3. Participate in Workfare for the required number of hours per month.

Eligibility for a Second 3-month period for ABAWDs

This section only refers to those ABAWDs who are eligible for a second three-month period as described in WAC 388-444-0045(1) & (3). If an ABAWD becomes eligible for a second 3-month period, the 3 months are consecutive months. A partial month of benefits does not count toward this second 3-month period. The client receives this second 3-month period whether or not the client is participating in work requirements.

If the ABAWD cannot use the additional 3-month eligibility period due to a disqualification, the ABAWD may work another 80 hours in a 30-day period again to become eligible for the second 3-month period.

DSHS Worker Responsibilities

- 1. If the client has completed the necessary participation and regained eligibility at the time of application and is otherwise eligible for Basic Food:
 - a. Remind them of the ongoing participation requirements; and
 - b. Certify the case for Basic Food.
- 2. If the client has not regained eligibility at the time of application:
 - a. Deny the application until we receive verification that they have met participation;
 - b. Inform them how they can regain eligibility through participation activities;
 - c. They must regain eligibility within thirty days of the application or they will need to reapply once they have met participation.

¹¹ <https://www.dshs.wa.gov/esa/basic-food-work-requirements/abawds-able-bodied-adults-without-dependents>

3. If the applicant completes the required number of hours for Workfare within the 30-day application period, follow the procedures in (1) of this section.
4. Once the requirements for regaining eligibility are met by work or an employment and training activity:
 - a. The client with a closed Basic Food case may, if otherwise eligible, receive benefits from the date they completed the necessary hours of participation (either 80th hour for work like activities or required amount of Workfare hours as determined by the Specialized ABAWD Team).
 - b. The client in an open Basic Food case, if otherwise eligible, is added back to the household following WAC 388-418-0020. How the department determines the date of change affects the benefit level.

Approved Work Requirement Activities

In addition to unsubsidized employment, ABAWDs can meet work requirements through the following Employment and Training, Job Search and Workfare activities (updated January 2019). This list and any updates are posted at www.dshs.wa.gov/ABAWD.

*For the Programs marked with an asterisk, DSHS can help refer and enroll you.

Basic Food Employment and Training - BFET*

Activities are 20 hours per week and meet the requirement. BFET offers employment and training services to recipients of Basic Food. BFET partners are colleges and community-based organizations across the state. Individuals can receive Job Training, Vocational Education, Basic Education (High School Diploma or G.E.D), and Job Search (can complete up to 9 hours per week only).

ORIA (Office of Refugee and Immigrant Assistance) BFET*

The BFET program through [ORIA](#) (sometimes referred to as ORIA BFET) offers the same services statewide as the general or mainstream BFET program with a focus on providing culturally and linguistically appropriate employment and training services to refugees and immigrants.

An individual is eligible to receive ORIA BFET services if they are:

- 16 years or older
- A federal food recipient
- A refugee or immigrant
- Not a U.S. citizen
- Not receiving refugee cash assistance (former RCA recipients are eligible for ORIA BFET)

Services under the ORIA BFET program include:

- Job Search
- English as a Second Language (ESL) training
- Vocational education and training
- Case management
- Job retention services
- Support services

Limited English Proficiency (LEP) Pathway*

The [Limited English Proficiency \(LEP\) Pathway](#) serves refugees and immigrants receiving public assistance (TANF, SFA, or RCA) as well as refugees who are not receiving cash assistance and have resided in the U.S. for five years or less. The Office of Refugee and Immigrant Assistance (ORIA) partners with Washington State colleges and community-based organizations to provide culturally and appropriate language services statewide.

Career Ladder for Educated and vocationally Experienced Refugees (CLEVER)*

Career Ladder for Educated and Vocationally Experienced Refugees (CLEVER) is a program administered by the Department of Social and Health Services' Office of Refugee and Immigrant Assistance designed to assist highly educated and/or vocationally skilled refugees to re-enter their profession in the United States.

To participate in this program, please contact:

Employment & Training Specialist, TRAC Associates

Ginny To

206.355.5901

Ginney.to@kingcounty.gov

Jewish Family Service

Paige Vogel

253.850.4065x11

pvogel@jfsseattle.org

Highline Welcome Back Center

Linda Faaren

206.592.3670

lfaaren@highline.edu

DSHS ORIA

Artur Arakelyan

artur.arakelyan@dshs.wa.gov

Programs included in the Workforce Innovation and Opportunity Act - WIOA

Participation can be met through any programs identified under the Workforce Innovation Opportunity Act (WIOA). WIOA is the nation's principal workforce development legislation, providing funds to address the employment and training needs of dislocated workers, and low-income adults and youth. The funding for WIOA comes from the US Department of Labor.

AmeriCorps Programs

Visit the [AmeriCorps website](#) for more information on these programs.

Division of Vocational Rehabilitation

Visit the [Division of Vocational Rehabilitation website](#) for complete information on the program services and requirements.

Workfare*

The workfare program allows ABAWDS to volunteer at DSHS contracted sites such as food banks and non-profits to meet work requirements. Individuals interested in volunteering at a workfare site to fulfill ABAWD work requirement should contact the DSHS customer service call center at 1-877-501-2233 to learn more.

A [list of current Workfare sites](#) is available online. **DSHS is working on finalizing this process as of October 2019. We will provide updates on this process as soon as they are available.**

Additional Resources

- DSHS ABAWD Information Website: <https://www.dshs.wa.gov/abawd>
- Basic Food Eligibility Requirements: What You Need to Know*
https://www.dshs.wa.gov/office-of-the-secretary/forms?field_number_value=11-034&title=
This form is available in multiple languages.
- FNS SNAP Eligibility webpage: <https://www.fns.usda.gov/snap/recipient/eligibility>
- FNS SNAP Overview webpage:
<https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>

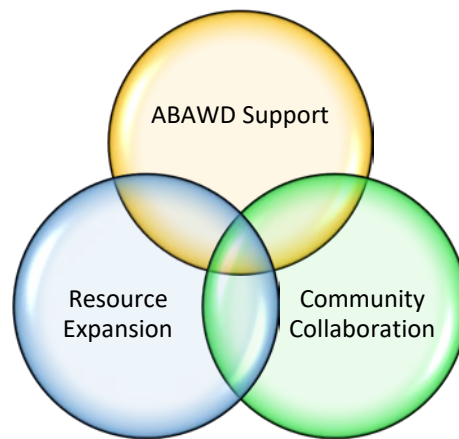
ABAWD Navigation Model

Purpose

The Able-Bodied Adult Without Dependents (ABAWD) Navigator position will create a single point of contact for immediate engagement of ABAWDs in activities that matter and fulfill the work requirement for Basic Food eligibility. This includes providing intake, assessment, referrals and support in accessing activities at community colleges or with other community partners. The ABAWD Navigator will also work to enhance collaborations with community partners and increase resources for colleges to support low-income students.

Principle Elements

The ABAWD Navigation Model requires work in three principle areas: Supporting ABAWDs, Enhancing Community Collaboration, and Expanding Resource Availability.



Supporting ABAWDs

- Provide an intake process for ABAWDs that includes appropriate assessment and presentation of the full menu of options to meet work requirements and individualized career goals
- Support all students' access to Basic Food assistance and the Basic Food Employment and Training (BFET) program, and support the reduction of student food insecurity
- Manage an ABAWD tracking system to ensure accurate program data and reporting
- Provide ABAWDs with referrals for supportive services within the college and with community partners
- Ensure ABAWDs are aware of their Work Participation Verification reporting requirements and provide assistance when appropriate
- Ensure ABAWDs are provided with options for immediate engagement in Basic Education, Vocational Education, or other approved activities within the college or with community partners, including BFET providers
- Conduct regular check-ins with ABAWDs and support the BFET program with case management for increased enrollments when needed

Enhancing Community Collaboration

- Facilitate local or regional BFET Provider service delivery integration and collaboration meetings

- Assist efforts to strengthen transition supports, especially continued access to Basic Food, for students exiting Temporary Assistance for Needy Families
- Participate in the Guided Pathways initiative at the college
- Work with other ABAWD Navigators and the SBCTC to enhance community partnerships to support students and increase options for individuals to meet work requirements
- Provide a local focus and work with other ABAWD Navigators and the SBCTC to enhance integration with the workforce development system

Expanding Resource Availability

- Provide a local focus and work with other ABAWD Navigators and the SBCTC to secure non-federal resources for all BFET Providers to increase and enhance capacity to serve Basic Food recipients in employment and training activities
- Ensure a full menu of college and community resources is available and communicated
- Seek new community partnerships to increase resources for participants
- Support the promotion of apprenticeship pathways for low-income populations
- Support efforts to integrate student support programs at the college and enhance leveraging of college resources

Staffing

The ABAWD Navigation Model will be supported with staffing at the state and local levels. Navigators at each of the colleges will be members of a statewide cohort, working together on regional and statewide efforts in addition to their local efforts as needed.

SBCTC Team

ABAWD Navigation Program Administrator

Kathi Medcalf

360.704.1838

kmedcalf@sbctc.edu

Program Support

Dylan Jilek

360.704.1021

djilek@sbctc.edu

Resource Expansion Lead

Jessica Porter

360.704.3902

jporter@sbctc.edu

BFET Integrations Lead

Jennifer Dellinger

360.704.3925

jdellinger@sbctc.edu

Policy Lead

Erin Frasier

360.704.4339

efrasier@sbctc.edu

DSHS Team

ABAWD Food Program Manager

Corinna Adams

360.725.4609

corinna.adams@dshs.wa.gov

ABAWD Food Program Consultant

Cindy Stallsworth

425.339.1863

cindy.stallsworth@dshs.wa.gov

ABAWD Policy Team Email

ABAWD@dshs.wa.gov

College Teams

This table is updated with each revision release of the manual or at least annually. Navigators are responsible for keeping their information up to date in the [ABAWD Navigation Google Drive](#).

College	Navigator	Administrator
Bates Technical College	Taylor Griffin tgriffin@batestech.edu Phone pending	Pavel Samoylenko psamoylenko@batestech.edu 253-680-7033
Bellevue College	Stephen Will Stephen.will@bellevuecollege.edu 425-564-4108	Yolanda Ibarra yolanda.ibarra@bellevuecollege.edu 425-564-2517
Bellingham Technical College	Sybil Sanchez ssanchez@btc.edu 360-752-8438	Chantel Fields cfields@btc.edu 360-752-8320
Big Bend Community College	Carmen Ramirez carmenr@bigbend.edu 509-793-2081	Faviola Barbosa faviolab@bigbend.edu 509-793-2305
Cascadia College	Kris Van Dyke kvandyke@cascadia.edu 425-352-8139	Erik Tingelstad etingelstad@cascadia.edu 425-352-8277
Centralia College	Jackie Garrett jackie.garrett@centralia.edu 360-623-8177	Margret Friedley margret.friedley@centralia.edu 360-623-8410
Clark College	Tavish Bell tbell@clark.edu 360-992-2307	Kevin Thomas kthomas@clark.edu 360-992-2038 or 2321
Clover Park Technical College	Hayley Saucedo hayley.saucedo@cptc.edu 253-589-5503	Cristeen Crouchet cristeen.crouchet@cptc.edu 253-589-5895
Columbia Basin College	TBD	Scott Koopman skoopman@columbiabasin.edu 509-542-4443
Edmonds Community College	Kama Lemay kama.lemay@edcc.edu 425-640-1909	Charles Thompson charles.thompson@edcc.edu 425-640-1008
Everett Community College	Kelsey Lindstrom klindstrom@everettcc.edu 425-388-9989	Angelic Sedivec asedivec@everettcc.edu 425-388-9372
Grays Harbor College	Patricia Rider patricia.rider@ghc.edu 360-538-4231	Peter Keller peter.keller@ghc.edu 360-538-4262

College	Navigator	Administrator
Green River College	<u>Jaylin Wyrwitzke</u> jwyrwitzke@greenriver.edu 253-833-9111 ext.2297	<u>Cathy Alston</u> CAlston@greenriver.edu 253-333-4943
Highline College	<u>Saido Alinur</u> salinur@highline.edu 209-592-4416	<u>Nou Lee</u> nlee@highline.edu 206-592-4438
Lake Washington Institute of Technology	<u>Crystal McKeag</u> crystal.mckeag@lwtech.edu 425-739-8100 ext.8474	<u>Demetra Biros</u> demetra.biros@lwtech.edu 425-739-8315
Lower Columbia College	<u>Steven Boyer</u> sboyer@lowercolumbia.edu 360-442-2335	<u>Dani Trimble</u> dtrimble@lowercolumbia.edu 360-442-2622
North Seattle College	<u>Teresita Capuli</u> teresita.capuli@seattlecolleges.edu 206-934-6154	<u>Jeanette Miller</u> jeanette.miller@seattlecolleges.edu 206-934-3727
Olympic College	<u>Jackie Brickham</u> jbrickham@olympic.edu 360-475-7849	<u>Amy Hatfield</u> ahatfield@olympic.edu 360-475-7264
Peninsula College	<u>Emma Jones</u> ejones@pencol.edu 360-417-6357	<u>Brian Kneidl</u> bkneidl@pencol.edu 360-417-6263
Renton Technical College	<u>Taqwo Mohamoud</u> tmohamoud@rtc.edu 425-235-2352 ext. 2182	<u>Tami Rable</u> trable@rtc.edu 425-235-2352 Ext. 5542
Seattle Central College	<u>Riley Sorensen</u> riley.sorensen@seattlecolleges.edu 206-934-5455	<u>Adria Harris</u> adria.harris@seattlecolleges.edu 206-934-6309
Shoreline Community College	<u>Laura Drake</u> ldrake@shoreline.edu 206-546-7618	<u>Savena Garrett</u> sgarrett@shoreline.edu 206-546-6967
Skagit Valley College	<u>Shelly Vendiola</u> shelly.vendiola@skagit.edu 360-416-2586	<u>Maria Galindo</u> maria.galindo@skagit.edu 360-416-7948
South Puget Sound Community College	<u>Briana Quintanilla</u> bquintanilla@spscc.edu 360-596-5523	<u>Johanna Dwyer</u> jdwyer@spscc.edu 360-596-5234
South Seattle College	<u>Kerri Sudthisa</u> kerri.sudthisa@seattlecolleges.edu 206-934-6822	<u>Patrice Davis</u> patrice.r.davis@seattlecolleges.edu 206-934-5226

College	Navigator	Administrator
Spokane Community College	<u>Erin Maggart</u> erin.maggart@scc.spokane.edu 509-533-8221	<u>Amme Paluch/Lori Hunt</u> amme.paluch@scc.spokane.edu lori.hunt@scc.spokane.edu Amme – 509-533-8210 Lori – 509-533-7378
Spokane Falls Community College	<u>Tracey Osso</u> tracey.osso@sfcc.spokane.edu 509-533-4107	<u>Lane Anderson</u> lane.anderson@sfcc.spokane.edu 509-533-3511
Tacoma Community College	<u>Lorrie Ann</u> lann@tacomacc.edu	<u>Kelli Johnston</u> kjohnston@tacomacc.edu 253-460-3978
Walla Walla Community College	TBD	<u>Debra Erikson</u> debra.erickson@wwcc.edu 509-527-1865
Wenatchee Valley College	<u>Kris King</u> kking@wvc.edu 509-682-6613	<u>Riva Morgan</u> rmorgan@wvc.edu 509-682-6847
Whatcom Community College	<u>Ryan Simonis</u> rsimonis@whatcom.edu 360-383-3128	<u>Monique Stefens</u> mstefens@whatcom.edu 360-383-3183
Yakima Valley College	TBD	<u>Yesenia Rodriguez</u> yrodriguez@yvcc.edu 509-574-4744

ABAWD Support (Element 1)

As a result of collaboration at the Navigation Design Forum and ongoing feedback, we have built a strong foundation for the ABAWD Navigation program. Processes, requirements, resources and recommendations related to the first element of this program model are outlined in this section. We will continue to work together, along with DSHS, to further clarify details about supporting ABAWDs in this program. This section is broken into four main components: 1) Referral Process, 2) Orientation Process, 3) Check-ins, 4) Outreach to Individuals Experiencing Food Insecurity, and 5) BFET Case Management (optional).

Referral Process

The DSHS is currently working on defining the process for connecting ABAWDs to Navigators. DSHS plans to have an initial conversation with SNAP recipients at the time they are determined to be an ABAWD. Based on this conversation, DSHS staff will refer ABAWDs to a college or ESD Navigator. Since the ESD Navigators will not be in place October 1st, colleges will initially see more referrals for orientation. The date for referrals is postponed. **As soon as the referral process is in place, this section will be updated.**

The DSHS will refer ABAWDs to the closest Navigator geographically for orientation.

Contact Information

The SBCTC has provided DSHS with a chart identifying all Navigators, their contact information, their supervisors and their contact information, the location and time of orientations, and the counties served. We will begin to collect this information in the shared Google Doc provided at the forum.

DSHS will be sharing details about Community Service Offices (CSO) and CSO Administrator names and contact information. **As soon as this information is available, this section will be updated.**

Appointment Scheduling

Navigators will be contacted directly by the ABAWD for their orientation. The DSHS, SBCTC and ESD are currently working on the development of a shared scheduling system. The intention is to allow ABAWDs to directly schedule their orientation appointments online based on the Navigator's availability.

Outreach

Navigators will not be conducting outreach to existing ABAWDs, nor will they be promoting the ABAWD program to potential ABAWDs. All outreach efforts to individuals should fall within the scope of promotion of the Supplemental Nutrition Assistance Program (SNAP) to potentially eligible individuals experiencing food insecurity. It is the responsibility of DSHS to do outreach to existing ABAWDs and provide referrals. It is also DSHS's responsibility to determine ABAWD status. Therefore, the Navigators outreach efforts should focus on increasing access to SNAP for food insecure individuals only. This type of outreach is further described in the [Outreach to Individuals Experiencing Food Insecurity](#) section.

No Shows

The DSHS will provide a list of referred ABAWDs to the Navigator. Upon receipt of referral lists, any ABAWDs that did not make contact with the Navigator to schedule an orientation are deemed 'No Shows'. At that time, the Navigator will attempt to make contact with the ABAWD. This will be documented in the 'No Show' section of the Tracking Sheet and this information will be reported to

DSHS. There is no consequence for an ABAWD not meeting with a Navigator. It is the ABAWDs responsibility to meet participation requirements to maintain their SNAP benefits.

Orientation Process

Navigators will administer an orientation for each ABAWD referred to them by the DSHS. The goal of the orientation is to ensure ABAWDs understand the requirements to maintain their food assistance, assist them in selecting an option that best fits their needs, connect them to an activity that will meet work requirements and inform them of additional resources. There is no required amount of time for an orientation, but it is assumed at least an hour should be scheduled. Each orientation will be unique and you will need to adjust to accommodate the needs of the individual you are assisting.

The orientation is comprised of the following steps:

- 1) Fill out the consent form before beginning
- 2) Cover the requirements to maintain SNAP eligibility
- 3) Conduct the interview
 - a) Complete an Initial IEP
 - b) Complete entries in the Tracking Sheet
 - c) Share potential resources
 - d) Share all activity options
- 4) Assist the ABAWD in selecting an activity
 - a) Update the consent form with the selected provider
- 5) Complete a referral
 - a) Do a warm-hand off
 - b) Share a copy of the Initial IEP with the provider
- 6) Check-in with the ABAWD
 - a) Complete entries in the Tracking Sheet

This orientation must include completion of:

- 7) DSHS Consent Form
- 8) Initial Individual Employment Plan (Initial IEP)
- 9) Data entry into the Tracking System
- 10) Referral and Warm Hand-off

The orientation must also include informing ABAWDs of:

- 1) Requirements to Maintain SNAP Eligibility
- 2) Activity Form
- 3) Activity Options
- 4) College and Community Resources

Further information about each required component of the orientation is provided below.

Tracking System

An essential task of the Navigator is to collect data to inform policy and practice about the ABAWD population and access to work activities and supportive services. An Excel tracking spreadsheet will be provided to the Navigators by SBCTC.

Navigators will track basic contact information and other identifying information including the DSHS Client ID. Additionally, Navigators will track dates and methods of contacts, the date an orientation was completed and referral to additional resources (see Contact Tracking Sheet).

Navigators will submit the Tracking Sheet by the 10th of the following month to [Dylan Jilek](#) at the SBCTC through the WA Secure Email. If you do not have a secure email account, please contact Dylan.

The Tracking Sheet is designed to follow the flow of the referral, orientation and check-in processes. For further details about completing the tracking form view the **Key** tab of the workbook.

[DSHS Consent Form](#)

Before the orientation meeting can begin, the Navigator must obtain the ABAWD's signature on a DSHS Consent form identifying both the college and DSHS. The activity provider the ABAWD has selected to request engagement with must also be identified on the Consent Form. This provider can be added after the ABAWD selects one and the ABAWD can initial next to the provider's name. The Consent Form must be kept in the ABAWDs individualized file.

The DSHS Consent form is located in the [ABAWD Navigation Google Drive Folder](#), titled "DSHS Consent Form 14-012.docx".

[Requirements to Maintain SNAP Eligibility](#)

The Navigator is expected to ensure the ABAWD understands all requirements to maintain their SNAP eligibility, including work requirements and 6-month and annual case reviews with DSHS.

[Work Requirements](#)

ABAWDs will learn about their work requirements from DSHS staff prior to receiving a referral to a Navigator, however, the Navigator will review these requirements to make sure the ABAWD understands the requirements, implications of noncompliance and choices they need to make. At a minimum, share the following work requirement information with ABAWDs:

- Must complete 20 hours per week averaged monthly (80 hours per month) in an approved work activity,
- Workfare - An individual can volunteer at a non-profit organization contracted with DSHS. The number of hours is determined by the total number of benefits divided by the state or local (city) minimum wage. This could be less than 20 hours per week.
- Must not reach 3 nonsequential non-qualifying months within the state 36-month timeframe. Current 36-month time limit period began January 1, 2018 and ends December 31, 2020. Another 36-month period will begin January 1, 2021.
- Curing –
 - Cannot enroll in a BFET activity to cure

[Case Reviews](#)

- 6 Month Reviews – these are called Mid-certification reviews that are mailed out one month in advance, they are usually one page with updates. The client can complete this document over the phone or by going into a local office and meeting with a PBS. You can encourage the client to bring the letter and assist them to complete and return the document as early as possible. Then follow through with the process.

- Annual Reviews – these documents are called Eligibility reviews that are mailed out approximately forty-five days in advance. The client can complete this document and complete a review over the phone or by going into a local office and meeting with a PBS to complete the interview process. Navigators can assist them to complete the form and conduct the interview as soon as possible. You can encourage the client to provide the form by one of our three options described below:

Mailing to the HUB at: CSD- Customer Service Center P.O. Box 11099 Tacoma WA 98411-9905

Drop off at their local Community Service Office

Faxed to 888-338-7410

You will want to ensure the client has their client ID on the forms provided so there will be no delays in the processing of their case.

Activity Form

Navigators will ensure ABAWDs understand the requirement to complete an Activity Form and submit them to DSHS monthly. It is the ABAWD's responsibility to complete and submit this form even if they are enrolled in a BFET program. Navigators are encouraged to assist ABAWDs with submission of these forms if needed, but they are not accountable for their submission. [Note: The Activity Form was previously referred to as the Work Participation Verification Form.]

The ABAWD Work Activity Form is created by DSHS. DSHS is working on finalizing this form as of October 2019. We will provide updates on this form as soon as they are available.

Activity Forms are due by the tenth of the following month and must be submitted to DSHS. The completed forms can be provided by either: Mailing to the HUB at CSD – Customer Service Center P.O. Box 11699 Tacoma WA 98411-9905, dropping off at a local CSO, or if the assistor is sending can be faxed to 888-338-7410.

Initial Individual Employment Plan (Initial IEP)

Navigators are required to complete an Initial Individualized Employment Plan (Initial IEP) in order to have a comprehensive conversation with the individual before assisting them in choosing an activity to engage in. This Initial IEP will be kept in the individual's file with the Navigator and a copy will be shared directly with the activity provider the ABAWD selects to engage with. Do not send the copy of with the ABAWD to deliver to the activity provider.

The ABAWD Navigator can use the IEP their college currently uses for their BFET program. All BFET IEPs are vetted and approved by the SBCTC. The Initial IEP format does not need to match the format of the activity provider's IEP. The activity provider can populate the information into their own IEP format if they need to do so. The Initial IEP does not need to be signed. Navigators can also create their own Initial IEP forms to include at minimum:

- i. Title of form must include 'Initial Individual Employment Plan'
- ii. Date
- iii. Any assessed employment barriers
- iv. Employment goal(s)
- v. Activity and provider selected by the ABAWD

- vi. Referrals, if any, made to other support service providers
- vii. Any other relevant information about employment and training

You can find a sample [form on the DSHS website](#).

Activity Options

The Navigator will collect information and build relationships with partners to ensure a full menu of activity options is available and communicated to ABAWDs. State-wide information about allowable activities is included in this manual in the [Approved Work Requirement Activities](#) section. In addition to the state-wide summary, Navigators must develop and maintain an inventory of all local options.

Exemption Review Requests

The authority to grant exemptions to the ABAWD requirements for SNAP eligibility resides solely with DSHS staff. Exemptions will be determined prior to referring an ABAWD to a Navigator. If, in the rare occasion, an ABAWD discloses additional information about their inability to meet work requirements and is requesting a review of their case, the Navigator can refer them back to DSHS. Prior to proceeding, the Navigator should fully share all activity and resource options with the ABAWD to ensure they do not want the supports toward a future career goal. Keep in mind homelessness is not an exemption and not cause for a return referral. College and community providers are serving homeless individuals and Navigators can make sure they are aware of all the resources available to support them.

To proceed with a referral back to DSHS: **DSHS is working on finalizing this process as of October 2019. We will provide updates on this process as soon as they are available.**

College and Community Resources

As the ABAWD discloses challenges during the orientation conversation, the Navigator will provide possible resources for support in the college and/or community based on the activity they choose to engage in.

Activity Referrals & Warm Hand-offs

The Navigator will refer the ABAWD to the activity of their choice. Only one referral will be made. The Navigator will complete a Referral Form and maintain a copy in the ABAWD's individualized file. A copy will also be provided to the ABAWD. The Referral Form can be customized. We have put together a team of Navigators to create a sample form. **We will provide updates on this form as soon as we can.**

Warm Hand-offs

The Navigator will provide a warm hand-off of the ABAWD to the work activity provider. Navigators should establish relationships with points of contact for each provider to ensure a smooth transition. At a minimum, Navigators will email and/or leave the provider with a voicemail that includes specific details about the referral and how to contact the ABAWD. Preferably, the Navigator will call the provider in the presence of the ABAWD to do an introduction and make sure they are connected. An alternative preference, when available, is to walk the ABAWD over to the provider in person to make the introduction and connection. If feasible, it may be beneficial to the ABAWD for the Navigator to be present in person or by phone at the initial meeting with the provider to support the connection and engagement. Alternatively providing the ABAWD with a script for their first meeting with the provider may ease the transition for some. Merely providing the ABAWD with a referral and letting them make the connection on their own is not allowable.

BFET Providers

If the ABAWD is referred to a BFET provider, a copy of the Initial IEP will be provided to that provider. It is the responsibility of the BFET provider to report on IEP progress. Navigators will not report on progress. It is the responsibility of the BFET provider to transfer information from the Initial IEP to an alternate IEP format if they deem it necessary.

Check-ins

Navigators are required to conduct a minimum of one check-in with the ABAWD within 30-days of referral to an activity provider. The check-in is meant to ensure the ABAWD made it to the activity provider, and see if they need any additional resources. Navigators may find it beneficial to check-in with the ABAWD much sooner and additional times to make sure they have what they need to be successful. During the check-in(s), the Navigator will document any status updates they are informed of in the Tracking Sheet. Additional check-ins are highly recommended, but not required. Based on the conversation, decide if you should have an additional check-in with this individual and when.

Follow-up with ABAWDs engaged with an activity provider

If the ABAWD did connect with the provider and is engaged in their activity the check-in should focus on how they are doing with the activity, any additional resources they may need to successful and a reminder about completing their Activity Form. Sample questions and topics to cover include:

- How is it going with your [workfare position, job search, classes, etc]?
- Do you feel you need any additional support to be successful in this activity?
- do they need any additional resources?
- Are you ready to fill out your first Activity Form? Do you know when it is due and do you have any questions about completing or submitting it?
- Would you like me to check in with you again in the future? How soon?

Follow-up with ABAWDs not engaged with an activity provider

If the ABAWD did not connect with the activity provider, their check-in should focus on reengaging them with resources and the activity provider or a new activity provider. Sample questions and topics to cover include:

- For all not engaged in their work activity:
 - Ensure they are aware of the result of not participating in a work activity
 - Remind them about the Activity Form and DSHS Check-ins
 - Identify any barriers to engagement that could be supported
- If they did not meet with the activity provider:
 - Why were you not able to meet with the provider?
 - Would you like to schedule a new meeting to meet with the provider?
 - Would you like a referral to a different activity?
 - What do you need to make sure you can meet with a provider and engage in an activity?
 - Is there anything I can do to help facilitate the connection?
- If they did meet with the provider and did not engage [or continue] in the activity:
 - What concerns did you have about beginning [or continuing] your activity?

- Would you like to reconnect with the provider and how can I help facilitate the connection?
- Would you like to find a different activity? How do you plan to meet your activity requirement?

Outreach to Individuals Experiencing Food Insecurity

In addition to supporting referred ABAWDs already receiving SNAP, Navigators will conduct outreach to students and individuals experiencing food insecurity and assist them with accessing the application process through Washington Connection. Navigators were provided training on Washington Connection at the 2019 Training Forum.

Documenting Interactions on the Tracking Sheet

Navigators will record information in the Tracking Sheet for any individual they assist with access to SNAP. Navigators please enter information on Tracking Sheet columns: A, B, J and possibly K.

Washington Connection

Washington Connection offers a fast and easy way for families and individuals to apply for a variety of services such as Food, Cash, Child Care, Long-Term Care, and Medicare Savings Programs. Individuals that are age 65 or older, blind or disabled may also apply for medical assistance. Washington Connection is able to do a prescreening to see what programs or services an individual may be qualified to receive from various State, Federal, or Local sources.

In addition to prescreening, clients receiving services can complete an online renewal (or Eligibility Review) for current benefits that are due to expire soon, report changes, and upload required verification documents.

Through a public-private partnership, the Washington State Benefit Portal Partnership Project launched the Washington Connection benefit portal via a series of releases between December 2010 and August 2011. The web-based portal makes it easier for low-income individuals and families to explore options, screen for eligibility and apply for a broad array of services and benefits online. These services include food, cash, and medical assistance; childcare subsidies; long-term care services and support; and drug and alcohol treatment. Washington Connection is available in both English and Spanish. Contact Stephanie (Hill) Hart, Community Access Administrator, Stephanie.hill@dshs.wa.gov for assistance with Washington Connection and to become a Hosting Organization.

In addition to a tool for accessing SNAP in Washington State, Washington Connection is a statewide and community-level resource tool. As Navigators are conducting partner outreach, as outlined in the [Community Collaboration](#) section, they should be informing community organizations about the tool and how they can be included.

You can access information and links to training tutorials on how to navigate and assist clients on the [DSHS website](#).

BFET Case Management (optional)

Navigators will not fulfill case management duties within the ABAWD Navigation program. However, if it is necessary to expand the college BFET programs capacity to serve SNAP recipients, Navigators may

carry an ABAWD-only BFET caseload. If this option is implemented, ABAWD Navigation program and BFET program duties must be clearly delineated.

To efficiently engage an ABAWD in the college's BFET program, an ABAWD orientation may transition directly into a BFET intake, however program records must remain separate. For example, in addition to beginning the BFET documentation and records, the Tracking Sheet used by the ABAWD Navigation program must be fully completed and the individualized ABAWD file created and kept with the ABAWD Navigation program files.

If a Navigator is supporting the college BFET program by carrying an ABAWD-only BFET caseload, all duties for this optional scope of work are under BFET program guidelines and requirements.

eJAS

Navigators will only have access to eJAS if they are supporting the BFET program by carrying an ABAWD-only BFET caseload. To be granted access, the Navigator must submit a DSHS Non-Disclosure Form with the BFET Administrator's signature to [Dylan Jilek](#), Program Coordinator, Workforce Education. Please allow five business days for processing. Once the SBCTC has processed your request, you will receive an email with log in instructions.

Entering BFET Case Notes

Navigators carrying an ABAWD/BFET case load must follow the criteria outlined in the DSHS Provider's Handbook and the SBCTC BFET Grant Guidelines when entering case notes in eJAS for ABAWDs enrolled in BFET. Case notes are subject to DSHS Audits and SBCTC monitoring processes and must meet all BFET required elements for initial opening, on-going, and closing notes. eJAS Help Desk

To reset your eJAS password, please email [Dylan Jilek](#), or call 360-704-1021.

Please provide your User ID when requesting a password reset.

For technical assistance other than password resets, please email [Jennifer Dellinger](#) or call 360-704-3925.

Community Collaboration (Element 2)

Program requirements for Element 2 are supportive and secondary to Element 1. Navigators will need to connect to other service providers to fulfil their obligations in Element 1, however additional capacity building efforts will occur after the program is established and time allows. Information below is intended to provide an overview of the objectives of this Element.

Enhancing Community Partnerships

It requires participation from many actors within the community and state to ensure individuals have access to what they need to be successful. ABAWD Navigators will need to identify all potential partners in this work and work to build relationships and partnerships. Navigators will initially focus on local community partnerships, but may, in time, be able to work with other Navigators on regional and statewide efforts to increase access to support services and options for individuals to meet work requirements.

The DSHS will provide materials about Washington's ABAWD program to conduct community outreach.

BFET Provider Collaboration

Washington's SNAP Employment and Training Program, BFET, is nationally recognized and has produced a statewide network of college and community-based organization providers. It is essential to the growth of the BFET program and its successful support of SNAP recipient's pursuit of sustainable careers that an increased level of collaboration be achieved between all BFET providers. There is a varying degree of local collaboration amongst college and CBO providers across the state. There is also minimal capacity for many BFET staff to engage in collaborative engagements with other providers. It is our hope the ABAWD Navigators will provide the needed capacity to advance these efforts.

Guided Pathways

Guided Pathways is a research-based approach that simplifies choices for students. Students get intensive, targeted advising to choose a path, stay on the path, learn what they need to know and graduate. In Washington state, our Guided Pathways efforts are focused on helping more of our students — especially low-income, first-generation students and students of color — earn credentials to prepare them for entry into higher-paying, high-demand fields with value in the labor market.

There is much opportunity to engage in this college initiative to ensure equitable access to postsecondary education for individuals experiencing food insecurity, and the supports they need to be successful.

Workforce Development System

The Workforce Innovation and Opportunity Act (WIOA) regulates the public workforce development system. There are numerous partners including the Employment Security Department, DSHS, Labor, Business, and K-12 for example. The WorkSource centers are the public facing facilities providing services to job seeker and offers access to many supports and services through partnering organizations and agencies.

We hope to work together in the future to identify how we can better connect ABAWDs to the public workforce development system and how we can partner with business, labor and other agencies to increase supports and work opportunities for individuals.

Resource Expansion (Element 3)

Elements 1 and 2 take precedence over Element 3 and additional capacity building efforts will occur after the program is established and time allows. Information below is intended to provide an overview of the objectives with this Element.

Full Menu of Resources

After developing a menu of options for ABAWDs to engage in work activities in their local communities, Navigators will identify gaps in options or areas of possible expansion to ABAWDs have a full menu of options. Navigators will also make available and communicate this information to other staff and community providers to strengthen college and community-wide efforts to support individuals.

Integrated Service Delivery

Navigators should focus on opportunities to integrate services and leverage resources for the benefit of individuals experiencing food insecurity. There are many efforts underway across the state, on college campuses and throughout the workforce development system, to do this for individuals seeking education and training. Supporting these efforts and expanding the scope to equitable access should be foundational to the Navigators interactions with other providers and programs.

Non-federal Funds for BFET Providers

Washington's SNAP Employment and Training Program, BFET, is nationally recognized and has produced a statewide network of college and community-based organization providers. It is essential that adequate non-federal resources are available to sustain and grow the BFET program and its successful support of SNAP recipient's pursuit of sustainable careers. There are no upfront funds for the college BFET programs to operate or support students. Instead, colleges must utilize other non-federal sources of funding and then they can request a reimbursement of 50%. Each year, the college system does not access all the federal funds budgeted to them because they are at capacity with non-federal resources. It is our hope the ABAWD Navigators will provide the needed capacity to advance these efforts, when time allows.

Partnerships for New Resources

To increase access to resources for individuals, Navigators will promote the ABAWD, BFET and other programs aim to reduce food insecurity. As needed, this effort will include adding new organizations to local partnerships.

Promote Apprenticeship Pathways

In the future, Navigators will be asked to support efforts to promote apprenticeship pathways for low-income populations. This will include ensuring both ABAWDs and partner service providers are aware of this opportunity. The SBCTC is currently partnering with DSHS and the Construction Center of Excellence to lead an investigation of apprenticeship pathways for low-income populations. Once this work is complete, the findings and opportunities to engage in next steps will be shared with Navigators.

Acronyms & Initialisms

ABAWD - Able-Bodied Adult without Dependents

ABD – Aged, Blind, or Disabled

ACES – Adverse Childhood Experiences

AU – Assistance Unit

BEdA- Basic Education for Adults

BFA – Basic Food Assistance

BFET – Basic Food Employment and Training

CBO – Community-Based Organization

CSD – Community Services Division (of ESA, DSHS)

CSO – Community Service Office

CSOA – Community Service Office Administrator

CTC – Community and Technical College

DSHS – Department of Social and Health Services

E&T – Employment and Training

EBT – Electronic benefit transfer

ESA – Economic Services Administration (of DSHS)

ESD – Employment Security Department

FAFSA – Free Application for Federal Student Aid

FLSA- Fair Labor Standards Act

FNS – Food and Nutrition Service

HEN – Housing and Essential Needs

IEP – Individual Employment Plan

L&I – Labor & Industries

LEP – Limited English Proficiency

LPA – Local Planning Area

ORIA – Office of Immigrant Assistance

RCA – Refugee Cash Assistance

RISE – Resources to Initiate Successful Employment
SAW – Secure Access Washington
SBCTC – State Board for Community and Technical Colleges
SFA – State Family Assistance
SNAP – Supplemental Nutrition Assistance Program
TANF – Temporary Assistance for Needy Families
USDA – United States Department of Agriculture
WAC – Washington Administrative Code
WIC – Women, Infants and Children
WIOA – Workforce Innovation and Opportunity Act



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Washington State Board for Community and Technical Colleges

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